Notes and Restrictions.

When multiple instances of the same report are generating concurrently, e.g. two F11D reports, there is no way to differentiate between the icons associated with these reports. Care should be exercised in this situation to cancel the correct instance of the report.

5.3.8   Report Viewing

Report viewing is available for reports run with destination **Screen** specified.   This capability is provided by the ORACLE Reports software. Many useful features are available to peruse the report, such as: paging, zoom in and out, split-screen viewing. These are described briefly below. Full information can be obtained from the ORACLE Reports Reference Manual.

5.3.8.1 Standard Viewing

Reports are viewed through the Reports Previewer Window, Figure 5.3.8.1-1, a page at a time. When this window is first displayed, it is not shown as a full-sized screen window. It is recommended that the user click on the **{Maximize}** button (found at extreme top right of the Previewer Window). This will display the Previewer window using the full screen. Vertical and horizontal scrollbars are available to position the current page within the viewing window. Zoom in and zoom out capabilities are available by clicking on the large and small magnifying glass icons at the lower left of the Previewer window.

Figure 5.3.8.1-1. Reports Previewer Window

In this example, the Reports Previewer Window has been maximized and the page has been magnified using the Zoom In icon. The user should be aware that zooming in and out can result in some font degradation.

5.3.8.2 Navigation

Report navigation allows the user to page through the report serially, or to go directly to any given page. This is accomplished by clicking on the navigation buttons, **{Prev}**, **{Next}**, **{First}** and **{Last}**, at the top left of the Previewer window. To navigate directly to a known page, enter the page number in the box to the right of the **{Page:}** button, and click on the **{Page:}** button.

5.3.8.3 Advanced Viewing

Advanced viewing capabilities are provided to allow the user to view a report through a split window, and to view different pages of the same report side by side in different windows.

Split Screen Viewing.

The Previewer Window may be split horizontally or vertically to provide greater flexibility in viewing page content. When split vertically, each of the views can be scrolled independently in a horizontal direction; when split horizontally, each of the views can be scrolled independently in a vertical direction. An example of a vertically split screen is shown in Figure 5.3.8.3-1, Previewer Window Showing Split Screen. The user is encouraged to experiment with this capability to understand better how this may improve viewing.
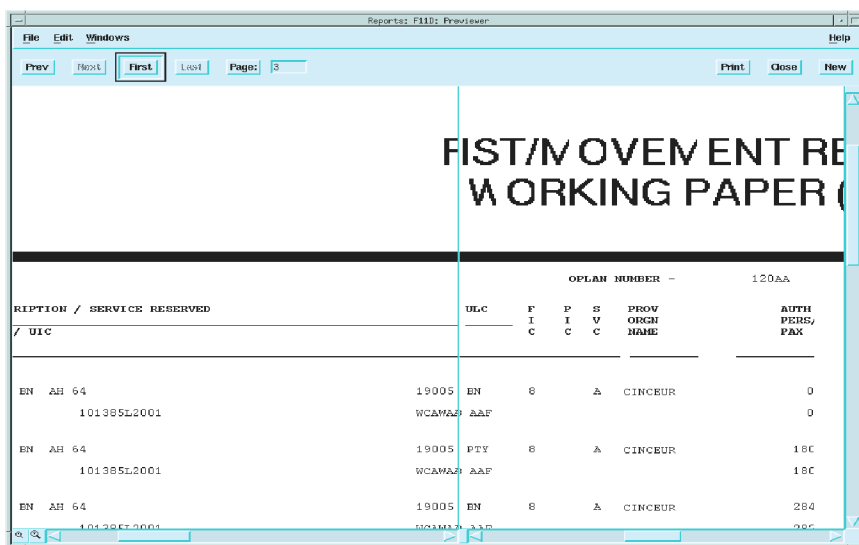

Figure 5.3.8.3-1. Previewer Window Showing Split Screen

To split the screen:

Click-and-hold on the small box to the left of the Zoom icons to split horizontally, or above the vertical scroll bar to split vertically. Drag the box to the point at which you wish to split the screen, and release the mouse button. The viewing region splits into two sections, with the same information displayed in both sections.

To un-split the screen:

Drag the box back to its original position.

Multiple Page Viewing.

Side by side views of different pages of a report can be viewed by opening multiple Previewer windows on the same report. This is accomplished by clicking on the {New} button at top right of the Previewer Window. To be able to view these multiple pages effectively, the user should manually re-size the Previewer windows using standard windows techniques. (Re-sizing is done by positioning the mouse at any corner of a window. When the mouse cursor changes to an arrow bordered on 2 sides, then the corner of the window can be dragged to its new position.) Again the user is encouraged to try this out to become more familiar with the capability. An example is shown in Figure 5.3.8.3-2, Multiple Previewer Windows.
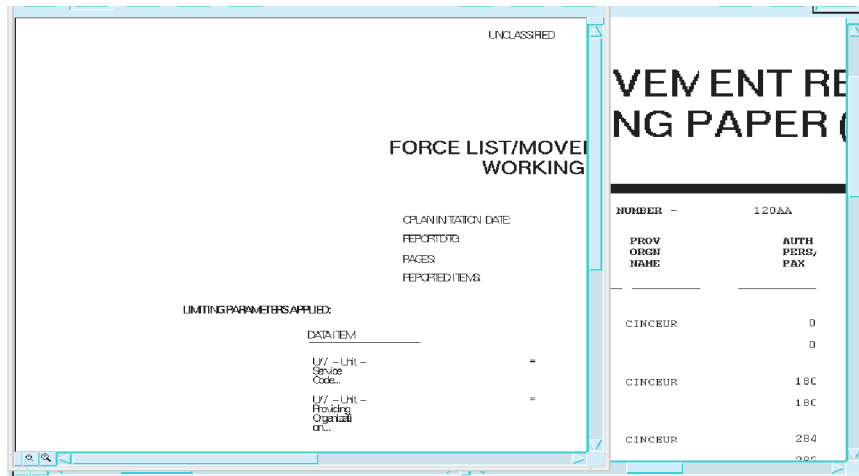

Figure 5.3.8.3-2. Multiple Previewer Windows

5.3.8.4 Report Disposition

After previewing a report, the user may chose to discard the report by clicking on the **{Close}** button, or may chose to print all or selected pages of the report by clicking on the **{Print}** button. Clicking on the **{Print}** button will cause the window shown in Figure 5.3.8.4-1, Print Job, to be displayed.
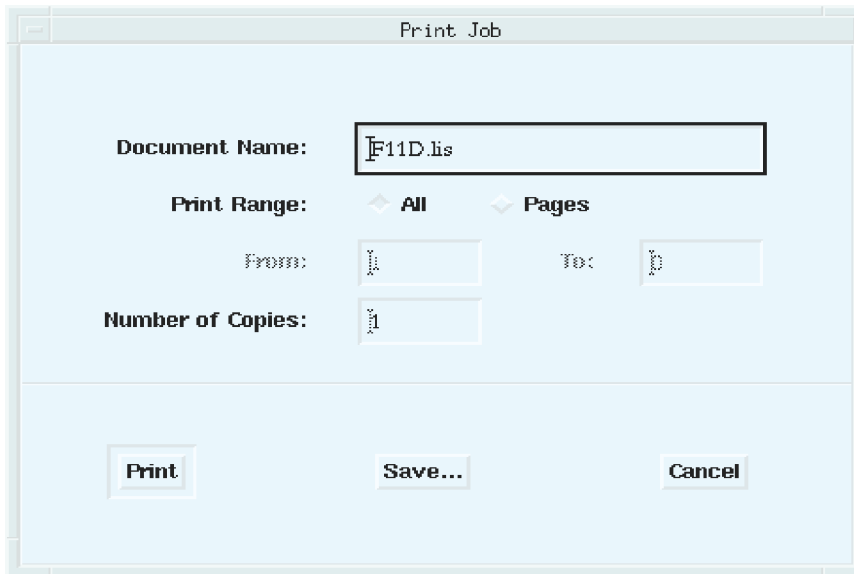
Figure 5.3.8.4-1. Print Job

Document Name: This box contains the name of the file which will be used when saving the report to a file. This name can be changed by the user. The file will be created under the user's home directory.

Print Range: Click on **All** for entire report, or **Pages** to perform an operation selectively by pages. When **Pages** is selected, the **From** and **To** boxes are activated to accept input; the user should enter the page number range.

Number of Copies: The default is a single copy of the report. This can be changed by the user to print multiple copies, although it is not recommended for large volume reports.

{Print}   Click on this button to print the selection. Note that printing the report has no effect on the report in the Previewer window. It is still available for other actions, until it is explicitly closed.

{Save}   Click on this button to save the report to a file.   The file will be created under the user's home directory. This file can be printed later using standard UNIX print commands.

{Cancel}   Click on this button to return directly to the Previewer window.

5.3.9   Exiting PDR

The PDR application may be exited from any of the primary windows, by selecting **{PDR}** from the PDR Menu bar, sliding the mouse down to the **{Exit}** button, and releasing the mouse. Windows may be moved or iconified via standard windows capabilities to gain visibility to a primary window.